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## CHAPTER 17

### JUDICIAL RETENTION SCHEDULES

#### Administrative Rule 7

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#### **Purpose**

The purpose of Ind. Administrative Rule 7 is to provide an orderly procedure for the preservation and disposition of court records while protecting public and private rights. See [http://www.in.gov/judiciary/rules/admin/index.html#\\_Toc373929746](http://www.in.gov/judiciary/rules/admin/index.html#_Toc373929746).

#### **Important Considerations**

- The requirements of Ind. Administrative Rule 7 must be considered prior to proceeding with the conversion of court documents from one medium to another medium under the standards provided in Ind. Administrative Rule 6: Court Case Records Media Storage Standards. To review these standards, see [http://www.in.gov/judiciary/rules/admin/index.html#\\_Toc373929745](http://www.in.gov/judiciary/rules/admin/index.html#_Toc373929745).
- Records that have permanent value--those having continuing official, administrative, legal, and research value-- will be transferred to the Archives Division of the Indiana Commission on Public Records for permanent retention.
- Records that are not considered permanent under the retention schedules of Ind. Administrative Rule 7 may have research value and may be transferred to a local repository such as a public library or local historical society with the joint approval of the Division of State Court Administration and the Indiana Commission on Public Records.
- Individuals implementing the retention schedules are cautioned that only those records authorized for destruction may be destroyed.

#### **Location of Retention Schedules**

In addition to the printed volumes of Indiana rules of court and the online version of the Indiana rules of court, retention schedules are also located in an online database that is searchable by keyword. Access the online database at: <https://mycourts.in.gov/ar7>.

#### **Frequently Asked Questions**

Answers to frequently asked questions about Ind. Administrative Rule 7 are available on the Division's website. See <http://www.in.gov/judiciary/admin/2486.htm>.

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